

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**COORDINATOR OF EXTENDED TIME PROGRAMS  
(Interim One-Year Position)**

**JOB DESCRIPTION**

The primary function of the Coordinator of Extended Time Programs is to organize, direct and evaluate all Lowell Public School programs conducted outside the course of the normal school time and school year. This includes all programs and activities conducted by the Lowell Public Schools that support learning, leading to enhanced academic student performance before and after school, in the evening, on weekends, during school vacations and during the summer.

**PROFESSIONAL REQUIREMENTS:**

1. A master's degree from an accredited college or university.
2. A Commonwealth of Massachusetts teacher's certificate/license valid for service in the public elementary or secondary levels.
3. A minimum of five years successful experience in elementary and/or secondary school environment.
4. Ability to organize, plan and support both short-term and long-term extended time programs and activities that enhance the academic achievement of students.
5. Experience in parental and community involvement initiatives.
6. Supervisory experience preferred.

**REPORTS TO:** Assistant Superintendent for Student Support Services

**EFFECTIVE DATE OF EMPLOYMENT:** As soon as possible after posting period closes

**Work Year:** 215 Days

**SALARY:** As per contract

This posting will be effective as of July 11, 2005 through August 5, 2005. Applications must be received in the Office of the Assistant Superintendent for Personnel from 8:00am to 4:00pm during this time only.

Please submit a letter of application, resume, official transcripts, Copy of Massachusetts certification/license, letters of reference (3) and other pertinent data to:

Susan J. Duggan  
Assistant Superintendent for Personnel  
Lowell Public Schools  
155 Merrimack Street  
Lowell, MA 01852

### **PREFERENCE MAY BE GIVEN TO APPLICANTS WITH:**

1. Demonstrated experience in developing, organizing, directing and evaluating extended time programs within an educational environment.
2. Demonstrated experience in identifying potential sources of funding, including state and federal grants that will improve the integration of extended time services to students and their families.
3. Demonstrated experience in establishing, monitoring and expending program budgets.
4. Demonstrated ability to involve and collaborate with community agencies to share resources and information on extended time programming opportunities.
5. Demonstrated experience in designing, implementing and conducting staff development opportunities.
6. Demonstrated ability to develop positive interpersonal relationships with staff members.
7. Demonstrated ability in the use and application of personal computers.
8. Demonstrated writing skills necessary to produce and assist with grants, reports and program evaluations.

### **PROFESSIONAL RESPONSIBILITIES**

1. Direct, supervise and assess the impact of all current and future extended time programs including the 21<sup>st</sup> Century Community Learning Centers Initiative, Academic Summer School Program, Talented and Gifted Program, Community Schools Program, After School and Other Out-of-School Time (ASOST) Grant Initiative, etc.
2. Maintain advisory boards, where required by grant contracts, for each of the extended time initiatives. Ensure the composition of each advisory board is representative of the school community population.
3. Coordinate staff development and training activities as well as conduct regular staff meetings.
4. Oversee, in conjunction with the Personnel Office and principals, the posting, hiring, supervision and evaluation of all staff including administrators, teachers, paraprofessionals, presenters, etc., for extended time program initiatives.
5. Coordinate Lowell Public School extended time program offerings with local community agency offerings to ensure that Lowell Public School initiatives enhance student academic success.
6. Approve and monitor subcontracted services and assure timely payments for services rendered.
7. Coordinate transportation needs for extended day activities.
8. Work with extended time personnel to ensure that program initiatives are implemented in accordance with the goals and objectives of the each funding source (grant) and the Lowell Public Schools.
9. Attend meetings with the Assistant to the Superintendent to review, discuss and make recommendations regarding extended time program initiatives.
10. Assure the completion of, and be accountable for schedules, forms, budgets, and record keeping procedures for individual extended time program initiatives. Fulfill grant-reporting requirements.
11. Seek out additional grants that will expand extended time program offerings before and after school, in the evening, on weekends, during school vacations and during the summer.
12. Coordinate extended time activities with the academic program at the school site and that tie in with Individual Student Success Plans.
13. Collect and analyze data that tracks the impact of the extended time services on student academic performance.
14. Develop a 3 year plan that will ensure all students an equitable access to quality extended time programs and activities.
15. To perform such other tasks and assume other responsibilities as the Assistant to the Superintendent may from time to time assign.

**LOWELL SCHOOL ADMINISTRATORS ASSOCIATION**  
**SALARY SCHEDULE**  
**JULY 1, 2019 (0%)**

| Salary Classification  | Degree Level       | July 1, 2019 | 11 - 15 Years of Service | 16 - 20 Years of Service | 21 - 25 Years of Service | 26 - 30 Years of Service | 31 - 35 Years of Service | 36 + Years of Service |
|--|--------------------|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------|
| High School Dean<br><br>Director of Special Education  | Bachelor's         | \$ 121,112   | \$ 123,487               | \$ 124,919               | \$ 126,350               | \$ 127,778               | \$ 129,205               | \$ 130,897            |
|  | Master's           | \$ 125,572   | \$ 127,947               | \$ 129,379               | \$ 130,810               | \$ 132,237               | \$ 133,665               | \$ 135,356            |
|  | Master's + 15      | \$ 126,344   | \$ 128,718               | \$ 130,150               | \$ 131,581               | \$ 133,009               | \$ 134,436               | \$ 136,128            |
|  | Master's + 30      | \$ 128,973   | \$ 131,347               | \$ 132,779               | \$ 134,210               | \$ 135,638               | \$ 137,065               | \$ 138,757            |
|  | Master's + 60/CAGS | \$ 132,065   | \$ 134,439               | \$ 135,871               | \$ 137,302               | \$ 138,730               | \$ 140,157               | \$ 141,849            |
|  | Doctorate          | \$ 135,159   | \$ 137,534               | \$ 138,966               | \$ 140,397               | \$ 141,825               | \$ 143,252               | \$ 144,944            |
| High School Director of Curriculum, Instruction & Assessment<br><br>High School Coordinator of Student Support Services  | Bachelor's         | \$ 108,957   | \$ 111,332               | \$ 112,763               | \$ 114,195               | \$ 115,622               | \$ 117,049               | \$ 118,741            |
|  | Master's           | \$ 113,628   | \$ 116,003               | \$ 117,434               | \$ 118,866               | \$ 120,293               | \$ 121,720               | \$ 123,412            |
|  | Master's + 15      | \$ 114,463   | \$ 116,838               | \$ 118,269               | \$ 119,701               | \$ 121,128               | \$ 122,556               | \$ 124,247            |
|  | Master's + 30      | \$ 117,299   | \$ 119,674               | \$ 121,106               | \$ 122,537               | \$ 123,965               | \$ 125,392               | \$ 127,084            |
|  | Master's + 60/CAGS | \$ 120,634   | \$ 123,009               | \$ 124,440               | \$ 125,872               | \$ 127,299               | \$ 128,727               | \$ 130,418            |
|  | Doctorate          | \$ 123,970   | \$ 126,345               | \$ 127,777               | \$ 129,208               | \$ 130,636               | \$ 132,063               | \$ 133,755            |
| Director of Athletics and Physical Education<br>Director of Educational Technologies and Media<br>Director of New Teacher Academy<br><br>Coordinator of Extended Time Programs<br>Coordinator of Early Childhood | Bachelor's         | \$ 105,645   | \$ 108,020               | \$ 109,452               | \$ 110,883               | \$ 112,311               | \$ 113,738               | \$ 115,430            |
|  | Master's           | \$ 109,975   | \$ 112,349               | \$ 113,781               | \$ 115,212               | \$ 116,640               | \$ 118,067               | \$ 119,759            |
|  | Master's + 15      | \$ 110,749   | \$ 113,123               | \$ 114,555               | \$ 115,987               | \$ 117,414               | \$ 118,841               | \$ 120,533            |
|  | Master's + 30      | \$ 113,378   | \$ 115,752               | \$ 117,184               | \$ 118,615               | \$ 120,043               | \$ 121,470               | \$ 123,162            |
|  | Master's + 60/CAGS | \$ 116,470   | \$ 118,844               | \$ 120,276               | \$ 121,708               | \$ 123,135               | \$ 124,562               | \$ 126,254            |
|  | Doctorate          | \$ 119,562   | \$ 121,937               | \$ 123,368               | \$ 124,800               | \$ 126,227               | \$ 127,654               | \$ 129,346            |
| Title I Director<br><br>Director of Adult Education (215)<br><br>Director of Alternative Education (215)   | Bachelor's         | \$ 105,005   | \$ 107,379               | \$ 108,811               | \$ 110,243               | \$ 111,670               | \$ 113,097               | \$ 114,789            |
|  | Master's           | \$ 109,334   | \$ 111,709               | \$ 113,140               | \$ 114,572               | \$ 115,999               | \$ 117,427               | \$ 119,118            |
|  | Master's + 15      | \$ 110,107   | \$ 112,481               | \$ 113,913               | \$ 115,344               | \$ 116,772               | \$ 118,199               | \$ 119,891            |
|  | Master's + 30      | \$ 112,736   | \$ 115,110               | \$ 116,542               | \$ 117,973               | \$ 119,401               | \$ 120,828               | \$ 122,520            |
|  | Master's + 60/CAGS | \$ 115,828   | \$ 118,202               | \$ 119,634               | \$ 121,065               | \$ 122,493               | \$ 123,920               | \$ 125,612            |
|  | Doctorate          | \$ 118,920   | \$ 121,294               | \$ 122,726               | \$ 124,158               | \$ 125,585               | \$ 127,012               | \$ 128,704            |
| Middle School Assistant Principal<br><br>High School House Dean<br><br>Director of McDonough Freshman Academy  | Bachelor's         | \$ 104,203   | \$ 106,578               | \$ 108,009               | \$ 109,441               | \$ 110,868               | \$ 112,296               | \$ 113,987            |
|  | Master's           | \$ 108,669   | \$ 111,044               | \$ 112,475               | \$ 113,907               | \$ 115,334               | \$ 116,761               | \$ 118,453            |
|  | Master's + 15      | \$ 109,467   | \$ 111,842               | \$ 113,274               | \$ 114,705               | \$ 116,133               | \$ 117,560               | \$ 119,251            |
|  | Master's + 30      | \$ 112,179   | \$ 114,554               | \$ 115,986               | \$ 117,417               | \$ 118,845               | \$ 120,272               | \$ 121,963            |
|  | Master's + 60/CAGS | \$ 115,368   | \$ 117,742               | \$ 119,174               | \$ 120,605               | \$ 122,033               | \$ 123,460               | \$ 125,152            |
|  | Doctorate          | \$ 118,557   | \$ 120,932               | \$ 122,364               | \$ 123,795               | \$ 125,223               | \$ 126,650               | \$ 128,342            |

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**POSITION: COORDINATOR OF SPECIAL PROGRAMS**

The primary function of the Coordinator of Special Programs is to organize, direct and evaluate all Lowell Public School programs conducted outside the course of the normal school time and school year. This includes all programs and activities conducted by the Lowell Public Schools that support learning, leading to enhance academic student performance before and after school, in the evening, on weekends, during school vacations and during the summer.

**PROFESSIONAL REQUIRMENTS:**

1. A master's degree from an accredited college or university.
2. A Commonwealth of Massachusetts teacher's certificate/license valid for service in the public elementary or secondary levels.
3. Certification valid for service as a supervisor in the Commonwealth of Massachusetts (preferred).
4. A minimum of five years successful experience in elementary and /or secondary school environment.
5. Ability to organize, plan and support both short-term and long-term standards-based extended time programs and activities that enhance the academic achievement of students.
6. An understanding of effective teaching practices which support the Massachusetts Curriculum Frameworks and MCAS.
7. Experience in parental and community involvement initiatives.
8. Computer proficiency.

**REPORTS TO:** Assistant Superintendent for Student Support Services

**EFFECTIVE DATE OF EMPLOYMENT:** As Soon as possible after posting period closes

**WORK YEAR:** 215 Days

**SALARY:** As per contract

This posting will be effective as of October 2, 2009 through October 16, 2009. Applications must be received in the Office of the Assistant Superintendent for Personnel from 8:00 a.m. to 4:00 p.m. during this time only.

Please submit a letter of application, resume, official transcripts, copy of Massachusetts's certification/license, letter of reference (3) and other pertinent data to:

Susan J. Mulligan  
Assistant Superintendent for Personnel  
Lowell Public Schools  
155 Merrimack Street  
Lowell MA 01852

**PREFERENCE MAY BE GIVEN TO APPLICANTS WITH:**

1. Demonstrated experience in developing, organizing, directing and evaluating extended time programs in an educational setting.
2. Demonstrated experience in identifying potential sources of funding, including state and federal grants that will improve the integration of extended time services to students and their families.
3. Demonstrated experience in establishing, monitoring and effectively expending program budgets.
4. Demonstrated supervisory experience.
5. Demonstrated experience in designing, implementing and conducting staff development opportunities as well as regular staff meetings.
6. Demonstrated ability to involve and collaborate with community agencies to share resources and information on extended time programming opportunities.
7. Demonstrated ability to develop positive interpersonal relationship with staff members.
8. Demonstrated writing skills necessary to produce and assist with grants, reports and program evaluations.

#### **PROFESSIONAL RESPONSIBILITIES**

1. Direct, supervise and assess the impact of all current and future extended time programs including the 21<sup>st</sup> Century Community Learning Centers, Academic Summer School Programs, Talented and Gifted Program, Community Schools Program, After School and Other Out-of-School Time (ASOST) Initiative, NCLB Supplemental Services, Knowledge Bowl, etc.
2. Oversee, in conjunction with the Personnel Office and principals, the posting, hiring, supervision and evaluation of all extended time staff including site managers, teachers, paraprofessionals, presenters, volunteers, etc.
3. Approve and monitor subcontracted services including the development of agreements with Supplemental Service Providers and assure timely payments for services rendered.
4. Coordinate transportation needs for extended time activities.
5. Coordinate Lowell Public School extended time program offerings with local community agency offerings to ensure that Lowell Public School initiatives enhance student academic success.
6. Maintain advisory boards, where required by grants for each of the extended time initiatives. Ensure the composition of each advisory board is representative of the school community population.
7. Coordinate staff development and training activities as well as conduct regularly scheduled staff meetings to review expectations and discuss programmatic issues and reporting requirements.
8. Work with extended time staff to improve the quality of these programs, purchase appropriate materials/supplies and ensure that program initiatives are implemented in accordance with the goals/objectives of the each funding source and the Lowell Public Schools.
9. Assure the completion of all grant-reporting requirements, and be accountable for schedules, budgets, data collection, and record keeping procedures for individual extended time program initiatives including NCLB Supplemental Services, Analyze data that tracks the impact of the extended time services on student academic performance and tie reporting in with Individual Student Success Plans.
10. Attend meetings with the Assistant Superintendent for Student Support Services to review, discuss and make recommendations regarding extended time program initiatives.
11. Coordinate and oversee the Knowledge Bowl.
12. Seek out additional grants that will expand extended time program offerings before and after school, in the evening, on weekends, during school vacations and during the summer.
13. Attend all required DOE meetings/trainings related to the grants.

14. Develop a 3-year plan that will ensure all students an equitable access to quality extended time programs and activities.
15. To perform such other tasks and assume other responsibilities as the Assistant Superintendent for Student Support Services may from time to time assign.
16. Collaborate with the District Advisory Team to ensure that programs are rigorous and the appropriate populations are being serviced.

**LOWELL SCHOOL ADMINISTRATORS ASSOCIATION**  
**SALARY SCHEDULE**  
**JULY 1, 2019 (0%)**

| Salary Classification  | Degree Level       | July 1, 2019                                 | 11 - 15 Years<br>of Service | 16 - 20 Years<br>of Service | 21 - 25 Years<br>of Service | 26 - 30 Years<br>of Service | 31 - 35 Years<br>of Service | 36 + Years<br>of Service |
|--|--------------------|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------------|
| Department Chair (195)   | Bachelor's         | \$ 101,562                                   | \$ 103,937                  | \$ 105,368                  | \$ 106,800                  | \$ 108,227                  | \$ 109,655                  | \$ 111,346               |
|  | Master's           | \$ 105,914                                   | \$ 108,289                  | \$ 109,720                  | \$ 111,152                  | \$ 112,579                  | \$ 114,006                  | \$ 115,698               |
|  | Master's + 15      | \$ 106,692                                   | \$ 109,067                  | \$ 110,498                  | \$ 111,930                  | \$ 113,357                  | \$ 114,785                  | \$ 116,476               |
|  | Master's + 30      | \$ 109,335                                   | \$ 111,709                  | \$ 113,141                  | \$ 114,573                  | \$ 116,000                  | \$ 117,427                  | \$ 119,119               |
|  | Master's + 60/CAGS | \$ 112,442                                   | \$ 114,816                  | \$ 116,248                  | \$ 117,680                  | \$ 119,107                  | \$ 120,534                  | \$ 122,226               |
|  | Doctorate          | \$ 115,550                                   | \$ 117,925                  | \$ 119,356                  | \$ 120,788                  | \$ 122,215                  | \$ 123,643                  | \$ 125,334               |
| Assistant Administrator of Special Education   | Bachelor's         | \$ 101,299                                   | \$ 103,674                  | \$ 105,105                  | \$ 106,537                  | \$ 107,964                  | \$ 109,391                  | \$ 111,083               |
|  | Master's           | \$ 105,628                                   | \$ 108,003                  | \$ 109,434                  | \$ 110,866                  | \$ 112,293                  | \$ 113,721                  | \$ 115,412               |
|  | Master's + 15      | \$ 106,401                                   | \$ 108,775                  | \$ 110,207                  | \$ 111,639                  | \$ 113,066                  | \$ 114,493                  | \$ 116,185               |
|  | Master's + 30      | \$ 109,030                                   | \$ 111,404                  | \$ 112,836                  | \$ 114,268                  | \$ 115,695                  | \$ 117,122                  | \$ 118,814               |
|  | Master's + 60/CAGS | \$ 112,122                                   | \$ 114,496                  | \$ 115,928                  | \$ 117,360                  | \$ 118,787                  | \$ 120,214                  | \$ 121,906               |
|  | Doctorate          | \$ 115,215                                   | \$ 117,590                  | \$ 119,021                  | \$ 120,453                  | \$ 121,880                  | \$ 123,308                  | \$ 124,999               |
| Elementary School Assistant Principal  | Bachelor's         | \$ 100,808                                   | \$ 103,182                  | \$ 104,614                  | \$ 106,046                  | \$ 107,473                  | \$ 108,900                  | \$ 110,592               |
|  | Master's           | \$ 105,275                                   | \$ 107,650                  | \$ 109,081                  | \$ 110,513                  | \$ 111,940                  | \$ 113,368                  | \$ 115,059               |
|  | Master's + 15      | \$ 106,072                                   | \$ 108,447                  | \$ 109,878                  | \$ 111,310                  | \$ 112,737                  | \$ 114,165                  | \$ 115,856               |
|  | Master's + 30      | \$ 108,783                                   | \$ 111,157                  | \$ 112,589                  | \$ 114,021                  | \$ 115,448                  | \$ 116,875                  | \$ 118,567               |
|  | Master's + 60/CAGS | \$ 111,974                                   | \$ 114,349                  | \$ 115,780                  | \$ 117,212                  | \$ 118,639                  | \$ 120,066                  | \$ 121,758               |
|  | Doctorate          | \$ 115,165                                   | \$ 117,540                  | \$ 118,971                  | \$ 120,403                  | \$ 121,830                  | \$ 123,257                  | \$ 124,949               |
| Coordinator of:<br>Educational Television Programs<br>Guidance<br>Mathematics (K-12)<br>Reading & Language Arts (K-12)<br>Research, Testing & Assessment<br>Parent Information Center<br>Professional Development<br>School Improvement & Accountability<br>Services for English Language Learners<br>Induction Programs<br>Special Programs | Bachelor's         | \$ 100,188                                   | \$ 102,563                  | \$ 103,995                  | \$ 105,426                  | \$ 106,854                  | \$ 108,281                  | \$ 109,973               |
|  | Master's           | \$ 104,516                                   | \$ 106,891                  | \$ 108,322                  | \$ 109,754                  | \$ 111,181                  | \$ 112,609                  | \$ 114,300               |
|  | Master's + 15      | \$ 105,291                                   | \$ 107,666                  | \$ 109,098                  | \$ 110,529                  | \$ 111,957                  | \$ 113,384                  | \$ 115,076               |
|  | Master's + 30      | \$ 107,919                                   | \$ 110,294                  | \$ 111,725                  | \$ 113,157                  | \$ 114,584                  | \$ 116,012                  | \$ 117,703               |
|  | Master's + 60/CAGS | \$ 111,011                                   | \$ 113,386                  | \$ 114,817                  | \$ 116,249                  | \$ 117,676                  | \$ 119,104                  | \$ 120,795               |
|  | Doctorate          | \$ 114,102                                   | \$ 116,477                  | \$ 117,908                  | \$ 119,340                  | \$ 120,767                  | \$ 122,195                  | \$ 123,886               |
| Family Resource Center   |                    | English Language Arts & Literacy (Pre-K - 4) |                             |                             |                             |                             |                             |                          |
| Mathematics (Pre-K - 4)  |                    | English Language Arts & Literacy (5 - 12)    |                             |                             |                             |                             |                             |                          |
| Mathematics (5 - 12)   |                    | English Language Learner Programs            |                             |                             |                             |                             |                             |                          |
| Science/Social Studies (Pre-K - 12)  |                    |  |                             |                             |                             |                             |                             |                          |